

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**



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VOLUME 2**

**AIR FORCE MATERIEL COMMAND
Supplement**

**EDWARDS AIR FORCE BASE
Supplement**

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Flying Operations

**AIRCREW STANDARDIZATION/
EVALUATION PROGRAM**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-202V2, *Air Crew Standardization/Evaluation Program*, and AFI 11-202V2 Air Force Materiel Command (AFMC) Supplement, *Air Crew Standardization/Evaluation Program*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor an aircrew Stan/Eval program. It applies to all flying units assigned under the 412 Test Wing. This instruction does not require tiers at or below the Wing level. Waiver authority for this instruction is the 412th Test Wing Commander (412 TW/CC). This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the OPR through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.3.3. The 412th Operations Group Commander (412 OG/CC) may waive provisions of this supplement for 412 OG units. 412 TW/CC may waive provisions of this supplement for all 412 TW units. All waivers to either the basic guidance outlined in this AFI or supplement will be submitted to 412th Operations Group Standardization/Evaluation (412 OG/OGV) on an AFMC Form 73.

3.2.2.2. 412 OG/OGV in conjunction with Squadron Stan/Eval (SQ/DOV) offices will review and maintain quality control of AF Form 8/ 8a.

3.2.2.3. FEFs for 412 OG assigned/attached aircrew are maintained electronically in COOL by the unit the individual is assigned/attached to for flying. Once an individual in-processes, their hard copy FEFs will be stored by SQ/DOV until a PCS/PCA. Multi-qualified aircrew will maintain their FEFs at their primary assigned/attached unit. In cases where an individual is administratively assigned to a unit that they do not fly with, the FEF will be maintained by the squadron that person flies with (i.e. a Flight Test Engineer assigned to the F-22 CTF but flies as an F-16 Mission Aircrew (MA) with 416 FLTS maintains his/her FEF at 416 FLTS).

3.2.2.5. 412 OG/OGV will maintain the testing and flight evaluation trend program. Trend data will be compiled and analyzed by 412 OG/OGV.

3.2.2.5.1. COOL will be used to track trend information.

3.2.2.5.5. All identified trends regarding flight evaluation results, discrepancies and incorrectly answered requisite test questions will be briefed at the SEB. Corrective action will be initiated when an adverse trend is identified or when the 412 TW/CC, 412 OG/CC, or Chief of OGV identifies an area requiring further analysis. Test questions identified as trends will be selected in COOL so that the question will always be tested until the question is no longer noted as a trend.

3.2.2.7. 412 OG/OGV is the OPR for the semiannual SEB. The board will be scheduled as early as possible after the end of the half. Mandatory members of the board are: 412 OG/CC, 412 OG/OGV, 412th Test Wing Flight Safety (412 TW/SEF), flying squadron/detachment commanders or operations officers, and SQ/DOV.

3.2.2.10. The electronic AF Form 847 submission/tracking process will be maintained on the 412 OG/OGV Sharepoint site. All AF Forms 847 will be briefed at the SEB. AF Forms 847 will be submitted through OGV for coordination.

3.2.2.11. MTR and Air Refueling AR reviews will be tracked by the 412th Operations Group/Operations Support Squadron (412 OG/OSS) with 412 OG/OGV coordination. Results will be briefed at the SEB.

3.2.4. (Added) Wing Chief Flight Examiner (WCFE) Program. The WCFE is the OPR for specific systems, procedural and performance issues relating to their aircraft, and their respective open book SQB for all crew positions in their MDS.

3.2.4.1. (Added) 412 OG/OGV will:

3.2.4.1.1. (Added) Train and maintain a list of all WCFEs.

3.2.4.2. (Added) Wing Chief Flight Examiners will:

3.2.4.2.1. **(Added)** Write, review, and update their respective open book SQBs each time a flight manual change occurs. If there have not been any reference material changes, the WCFE will review and update their open book SQB 12 months after the previous review.

3.3.2.2. SQ/DOV will review and update unit MQFs and exams for prototype/experimental/classified aircraft and crew positions that are not maintained by a WCFE/CCP.

3.3.2.2.1. **(Added)** SQ/DOV proctoring open book and/or instrument examinations locally must produce a squadron policy letter. The policy should address a dedicated testing area, test monitoring, and availability/update of required reference materials. Tests will be proctored in a dedicated testing area where aircrew will not be distracted and can be properly monitored.

3.3.2.7. SQ/DOV will ensure the completed flight evaluation information is in the COOL FEF no later than 2 days after the checkride as proof of completion of the flight portion.

4.2.1. Flight Examiners will receive ground training from 412 OG/OGV prior to being certified to conduct flight evaluations, regardless of prior qualifications. SQ/DOV will ensure the individual Squadron's Commander has signed the AFMC Form 67, *Ground Training Record* in COOL prior to the aircrew member performing flight examiner duties.

4.3.6.1. 412 OG/OGV will maintain a 412 OG SEFE guide for use in administering evaluations. SQ/DOV in coordination with WCFEs will produce a supplemental guide that is specific to their MDS(s) for SEFEs use and will include EPE profiles. This guide can be in any format deemed necessary by the squadron such as power point slides, briefing guides, word documents, etc.

5.2.1.3. Non-rated aircrew members will be evaluated on aircrew flight equipment, egress procedures and crew coordination relevant to each aircraft for which they are being qualified. Crew coordination discussions should focus on their role in assisting primary crew members in handling emergencies as well as assisting in test mission accomplishment. For example, Mission Aircrew (Photographers, Flight Test Engineers, etc.) evaluations could involve discussion of monitoring flight test parameters and communicating significant deviations, handling of in-flight emergencies (out-of-control, ejection altitudes, etc.).

5.2.6.3.3. No-notice programs and goals are delegated to individual flying unit commanders. The Squadron Commander (SQ/CC) or Squadron Director of Operations (SQ/DO) can direct or approve a no-notice evaluation on any aircrew assigned/attached for flying to the unit. Associated personnel may receive a N/N if approved by each SQ/DO or designated representative. No-notice evaluations on OGV evaluators, WCFEs and CCPs will be coordinated through Chief of OGV prior to the evaluation.

5.5.1.2.2. 412 OG/OGV will maintain a 412 OG SEFE guide for use in administering evaluations. SQ/DOV in coordination with WCFEs will produce a supplemental guide that is specific to their MDS(s) for SEFEs use and will include EPE profiles. This guide can be in any format deemed necessary by the squadron such as power point slides, briefing guides, word documents, etc.

5.5.3.1.1. **(Added)** Primary aircrew will strive to complete requisites by their fourth month of eligibility and flights by their fifth month of eligibility. Non-rated aircrew and Flight Surgeons will complete all ground requisites prior to their last month of eligibility. Aircrew with multiple qualifications shall treat each qualification separately with respect to this restriction. 412

OG/OGV will be notified of any aircrew going into their last month of eligibility without requisites or flight evaluations complete. If the flight evaluation is not complete by the sixth month, the examinee's first sortie will be the evaluation.

5.8.3.2.3. SQ/DOVs will complete a Squadron Commander Extended Flight Evaluation MFR via COOL IAW EDWARDSAFB Attachment 8. When a successful evaluation is completed a statement will be included in the Additional Comments Section of the AF Form 8/8a, IAW AFI 11-202V2 explaining that an extension was granted with justification.

5.10.3.1. The flying organization to which an aircrew member is assigned for flying purposes (including attached and contractor aircrew) will complete the AFMC Form 80 and forward it to OGV for coordination and processing. AFMC Form 80 is not required for Operational Support fliers multiple qualification documentation. Multiple qualifications for Non-rated aircrew and Operational Support fliers (N/A to Flight Surgeons (FS) under an FS duty code) are limited to three aircraft, where a maximum of two may be ejection seat aircraft.

5.10.3.2. Flying units will review all multiple qualified aircrew members assigned/attached to their organization by 31 August of each year. Aircrew members who PCA and do not change 412 OG/CCs are not required to initiate a new AFMC Form 80. If the PCA includes a change of flying organization to which a crew member is assigned/primarily attached, the gaining organization commander will review the AFMC Form 80.

5.10.3.5. For multiple-qualified primary aircrew, the primary aircraft will be designated on the Letter of Xs. For MAs, the primary aircraft will be the first aircraft for which all requisites have been completed during initial qualification. The primary aircraft always determines the eligibility period for periodic evaluations. The primary aircraft for MAs may only change following periodic evaluations based on mission requirements and IAW para 7.3.5.4.4 of this supplement.

6.3.4. **Tests.** Tests will be proctored via COOL. Closed book, Boldface/CAPS, taxi qualification, and marshaling testing will be conducted at the centralized testing facility located at 412 OG/OGV. Open book and instrument examinations should be conducted at the 412 OG/OGV testing facility but may be proctored offsite by either 412 OG/OGV or SQ/DOV. 412OG/OGV may authorize deployed personnel, non-Edwards based units, or units with classified closed book banks to maintain, supervise, and administer requisite testing in their unit. Units will notify 412 OG/OGV of all test failures.

6.9. **Failure of a requisite exam:** will result in a grounded status. COOL will reflect a No-Go status for any failed exams. In addition, after a failed examination the testing official will notify the aircrew member, the squadron operations officer, the squadron operations supervisor, and 412 OG/OGV of the aircrew's grounded status. The minimum time required for an adequate study period will be at the discretion of the squadron operations officer or designated representative.

6.9.1. SQ/DOV will ensure a requisite failure is documented on AF Form 8/8a, if applicable.

6.10. **Periodic Testing (Go/No-Go Testing).** 412 OG/OGV is the OPR for Go/No-Go testing. All qualified aircrew will participate in the bi-weekly (14 days) testing program. Unqualified aircrew enrolled in a qual/requal training plan will complete Go/No-Go testing.

6.10.1. Go/No-Go testing consists of two parts, a general knowledge test and Boldface/CAPs test. The general knowledge test has 10 questions generated from aircraft MQF, Aircrew Flight Equipment (AFE) MQF, AFI general knowledge MQF, etc. The passing score for the general knowledge test is 80%. The passing score for the Boldface/CAPs test (if applicable) is 100%. A passing score will be achieved prior to flying. Go/No-Go testing is not required while deployed/TDY, Duty Not Involving Flying (DNIF), on leave, or for extended periods when not flying or periods when COOL is down.

7.3.4.3.1. If the evaluation was administered in two (or more) different MDS categories, (i.e. F-16C and CM) use the category of the last aircraft flown to complete the evaluation.

7.3.6.2.5. For evaluations given by the SQ/CC the approving officer will be the 412 OG/CC or designated representative.

7.3.8.1. Flight examiners will use the COOL worksheet templates to format mission descriptions and to complete temporary AF Forms 8/8a. The evaluation requirements in COOL will be completed immediately by the evaluator following completion of an EPE, Egress practical, or flight phase of the evaluation.

7.3.8.2. Flight examiners will fill out the AF Form 8/8a via the COOL process as soon as possible following the evaluation. To manage quality control, prior to signing the AF Form 8/8a, the examiner will inform the squadron SELO that the AF Form 8/8a has been accomplished and is awaiting review. Once the SELO has proofed the AF Form 8/8a via COOL, it will be treated as a temp Form 8. Once the evaluator has signed the AF Form 8/8a in COOL, the examinee is cleared to perform unsupervised duties. If the COOL process is unavailable, complete a paper AF Form 8/8a and seek guidance from OGV.

7.7.6. For aircrew PCS/PCAing from another MAJCOM, create an electronic FEF in COOL and add a new evaluation on the COOL AF Form 942. For the aircraft type, select the blank space, and leave crew position blank. Select "AFMC" in the Type of Evaluation column on the AF Form 942. Leave the Date and Qualification Level blank. If COOL will not allow blank spaces, enter a hyphen ("—"). SQ/DOV will then either upload a scanned copy of previous AF Form 942(s) or transpose the information into COOL ensuring all MAJCOM changes are documented along with checkrides.

7.8.2.1. Hard copy FEFs received by SQ/DOV during an individual's in-processing will be stored in SQ/DOV. The historical contents of the FEF will be scanned into COOL. A separate file will be created for Section I and Section II, respectively. Both files will be uploaded into Section I, Other Documents.

7.8.5.1. Initial Reviews: Once the electronic FEF has been created in COOL, ensure historical information is loaded into Section I (i.e. scanned copies of current AF Forms 8/8a, current/accepted qualifications on the AF Form 4348, etc). Documentation from a hard-copy FEF will be stored by SQ/DOV until the member PCSs, retires, or separates. The initial review will then be documented in COOL on the AF Form 942. If the individual has PCS'd from another AFMC unit follow the procedures for an Annual Review by selecting the "Reviewed" button on the AF Form 942 page in the individual's electronic FEF. Note: this may be documented in COOL as an "Annual Review". If the individual is PCS/PCAing from another MAJCOM, documentation of the initial review is fulfilled by the change of MAJCOM annotated by para 7.7.6 of this supplement.

7.8.5.2.4. SQ/DOV will accomplish posting reviews when a new AF Form 8/8a is posted in the FEF. Document this review in the COOL review log.

7.8.5.3.2. SQ/DOV will accomplish and document annual reviews. When the review is complete, select the “Reviewed” button on the AF Form 942 page in the COOL FEF. This will document the annual review on the AF Form 942 IAW this instruction and the AFMC Supplement. Additionally, ensure this review is documented in the COOL review log.

7.8.6.2.1. Major/Minor discrepancies will be documented via memorandum for record placed in Section I of the FEF and uploaded into “Other Documents”. Major discrepancy MFRs will use the outline provided in attachment 8.

9.1.5.3.1. In addition to MAJCOM requirements units will maintain the following in Volume III:

9.1.5.3.1.1. **(Added)** EDWARDSAFBI 13-100, *Flying and Airfield Operations*.

9.1.5.3.1.2. **(Added)** 412 TW Inflight Guide (IFG).

9.1.3.3.1.3. **(Added)** Operations Duty Officer (ODO) book containing the following (ODO book may be maintained directly at the Duty Desk and/or electronically):

9.1.3.3.1.3.1. **(Added)** Unit ODO OI (if utilized)

9.1.3.3.1.3.2. **(Added)** AFMCI 11-201, *Supervision of Flight Operations*, and AFMCI 11-201 Edwards AFB Sup, *Supervision of Flight Operations*

9.1.3.3.1.3.3. **(Added)** 412 OG Supervisor of Flying (SOF) Checklist

9.1.3.3.1.3.4. **(Added)** EDWARDSAFB Bird Aircraft Strike Hazard (BASH) Plan 91-212

9.1.3.3.1.3.5. **(Added)** 412 OG Class A/B Mishap Response Checklist

9.1.3.3.1.3.6. **(Added)** 412 OG Inflight Emergency (IFE) Response Team (IRT) Checklist

9.1.3.3.1.3.7. **(Added)** Other local guidance, as determined by the Unit

9.1.3.3.1.3.8. **(Added)** Operational Report (OPREP) Guide

9.1.5.3.2. Basic aircraft flight crew checklists and tailored aircrew checklists for specific aircraft are not required to be maintained in Volume IV provided the aircraft MFM contains the complete checklist. Flight manuals (maintained by the unit) located in dispatch kits and on the aircraft are considered part of Volume IV of the FCIF.

9.3.1.5. Only the FCIF notices listed by the unit where signing out occurs need be reviewed. For example, before flying the F-16 at 416 FLTS, an F-22/F-16 pilot who maintains FCIF currency at both the 411 FLTS and 416 FLTS, or a guest flier that does not maintain FCIF currency at 416 FLTS, needs to review only the FCIF notices for 416 FLTS.

9.3.1.6. **(Added)** Test/mission card approval not required for TPS graded curriculum missions or AFI 11-202, Volume 1, series training missions.

9.3.2. **(Added)** Squadron DOs are responsible for ensuring accurate Go/No-Go status can be determined if electronic Go/No-Go media becomes inaccessible. Flying units will establish procedures to monitor currency expiration (or pending expiration) and ensure this information is brought to the attention of the individual and unit supervisors in a timely manner. (Note: COOL satisfies this requirement.) The last step in the Go/No-Go process is for operations supervision

personnel to verify completion of all Go/No-Go items. This includes all assigned, attached, and guest aircrew, flight surgeons, non-rated aircrew, and operational support fliers, as well as other personnel such as incentive fliers. Some personnel may not have periodic testing or FCIF currency requirements. In this case, verifying their Go/No-Go items may simply involve making sure their egress training, physical exam, and other paperwork required for them to fly is complete.

9.7. The following personnel will maintain FCIF currency using AFMC COOL: rated, career enlisted aviator, flight surgeons, non-rated aircrew, operations support fliers and any other personnel at the Operations Officer's discretion (example: guest fliers if the frequency of flying warrants it). FCIF currency will be maintained at each unit the individual is assigned/attached to for flying.

9.7.1. Units are not required to post FCIFs that do not affect unit crew positions and aircraft combinations.

9.7.3. If circumstances allow, off-station aircrew will use COOL to update FCIFs, Boldface/Tests, and review currencies. All aircrews operating away from home station are responsible for contacting the operations supervisor or DO to ensure they are FCIF-current and will be notified of any safety-critical FCIFs prior to flight (regardless of accessibility to COOL).

9.7.5. **(Added)** The 412 OG/OGV will be the administrative and approving agency for 412 OG generated FCIF notices. Ensure coordination with applicable agencies (i.e., Tower, Sport, Joshua) is accomplished prior to submission to 412 OG/OGV, and include documentation where appropriate. Coordinate FCIF notices affecting airfield, airspace, or Class D operations through 412 OSS/OSA and 412 OG/OGV. When including attachments to FCIFs, they will need to be in small-sized .jpg, .doc, .pdf or .ppt files. New FCIFs will be posted in COOL at 2200L.

CARL E. SCHAEFER, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

EDWARDSAFBI 13-100, *Flying and Airfield Operations*, 01 August 2013

AFMCI 11-201, *Supervision of Flight Operations*, 01 August 2007

AFMCI 11-201_EDWARDSAFBSUP, *Supervision of Flight Operations*, 01 March 2013

EDWARDSAFB Plan 91-212, *Bird Aircraft Strike Hazard*, 24 March 2014

Adopted Forms

AFMC Form 74, *Ground Training Record*

Abbreviations and Acronyms

MA - Mission Aircrew

WCFE - Wing Chief Flight Examiner

Attachment 8 (Added)
SQ/CC EXTENDED FLIGHT EVALUATION LETTER

Figure A8.1. (Addd) SQ/CC Extended Flight Evaluation Letter

<p>(OG Letterhead)</p> <p>MEMORANDUM FOR XX FLTS/DOV XX FLTS/DOOS (SARM) IN TURN</p> <p>1. IAW AFI 11-202, para 5.8.3.2.3., _____, _____, _____ (Rank/Last Name, First, MI) (MDS) (Crew Position) _____ evaluation expiration date is extended to _____ (not to exceed three months).</p> <p>2. The extension is granted because the individual is/was ____ PCS/PCA to a non-flying assignment ____ PCS or TDY for retraining in another aircraft type ____ Undergoing unit aircraft conversion ____ Separating/Retiring from the Service ____ Participating in real world operations (to include other than war, alert, etc.) and was not able to complete the required flight evaluation(s) before or during deployment.</p> <p>3. IAW AFI 11-202V2, the examinee's requisites are also extended by this waiver. This Memo for Record will be placed in the individual's flight evaluation folder, section II.</p> <p style="text-align: right; padding-right: 50px;">SIGNATURE BLOCK, Rank, USAF Commander</p> <p>cc: 412 OG/OGV</p>
